

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OTR/SIWA-13	
1. TITLE OF REPORT (if a fill-in report include Form No.) Statistics on accomplishments						2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL		<input checked="" type="checkbox"/>	TRAINING		ADMIN. GENERAL OTHER (specify)	
	LOGISTICS			SECURITY			
	MEDICAL			FINANCE			
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Semi-annual (for FY and CY)			6. DISTRIBUTION (No. of components not number of copies) 1 of FY (to EA/TR)		
7. FORMAT (memorandum, form, computer print-out, etc) Tabulation		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT	
		<input type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.			Periodic Directives from DTR and DDTR	
<input checked="" type="checkbox"/> NO							
10. PREPARING COMPONENT (include lowest level contributing information to report) C/SIWA (BO, IF, WAF)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 3 (BO, IF, WAF), same title)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
16	\$14.50		3	=	\$43.50		3 = \$130.50